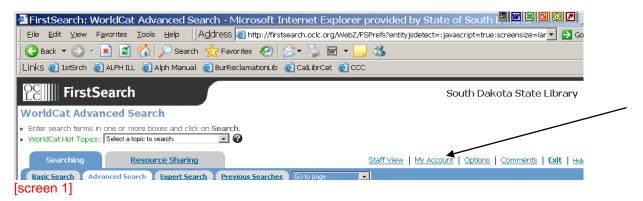
OCLC Interlibrary Loans Processing Overview

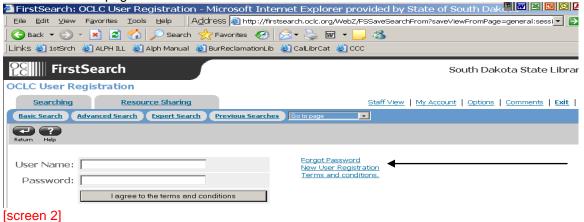
1.) At the State Library homepage, http://library.sd.gov/. scroll down to the bottom of the page and click on the WorldCat selection. The following screen will appear, you will need to put your library card number for borrowing (not your card that you give students for databases), 215830000##### and your password (generally the first word of your school or library name). If you don't know the password, please call the State Library and ask for the Circulation Department.

Barcode:			
Password:			
	Submit	Cancel	

3.) When the screen below displays, click on the "My Account" words on the right side of the screen.

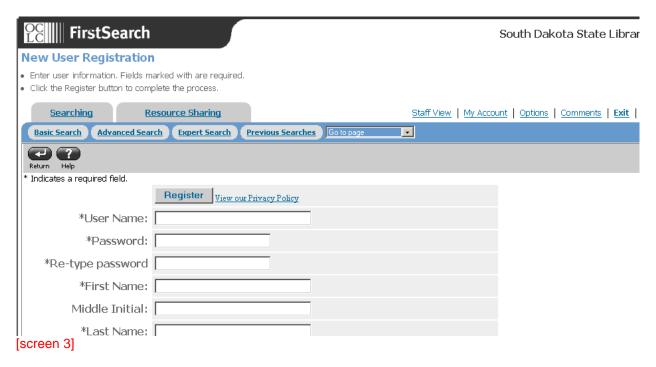


4.) The following screen will display, click on the words, "New User Registration" which are in the middle of the page:



5.) The following screen will display, you will need to fill in the information required which is marked with an *, also be sure to put the library name in the first address line plus the library mailing address in the second address line. When you are done you will need to click on the "Register" button.

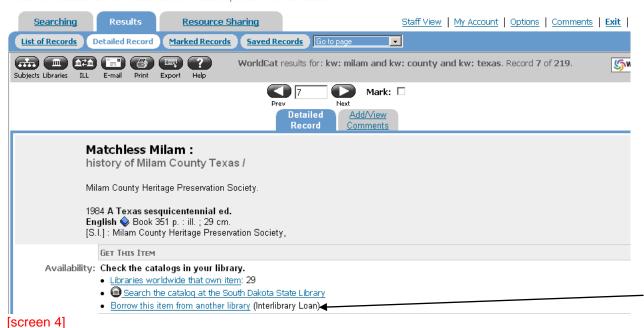
****In the future when using WorldCat, after logging on, you will need to go to the "My Account" screen (screen 2) above and sign in before starting to search.



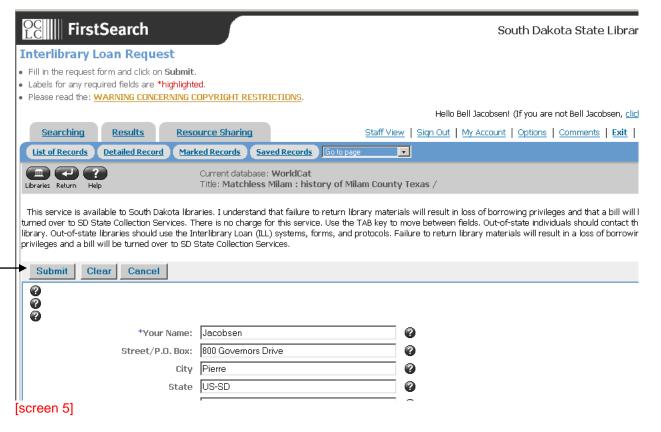
6.) After searching and finding the book or item that you want to order, when you click on a specific record a screen similar to the screen below will display. To request this item, you will need to click on the words," • Borrow this item from another library (Interlibrary Loan)", which is at the bottom of this example, screen 4.

WorldCat Detailed Record

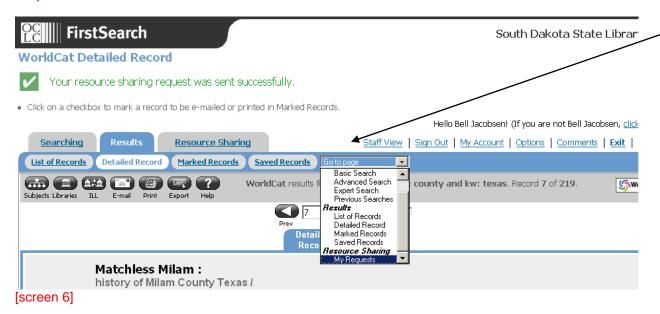
• Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.



7.) A screen with your registered information will display as in the example below. You will need to click on the, "Submit" button and the request will be processed.



8.) To view what you have ordered on WorldCat, click on the, "Go to page" and scroll down to, "My Requests" ... see screen 6 below.



this step continues on the next page ...

The screen 7 example below will display what records you have ordered. It will tell you the status of the request and allow you to "Cancel or to ask for a Renewal".



[screen 7]